

Information available from Little Bealings Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	<p>Website, noticeboard and Benefice Magazine: Free</p> <p>Hard copy: 10p per sheet</p>
Who's who on the Council and its Committees	Hard copy and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website Clerk: Benefice Magazine	
Location of main Council office and accessibility details		
Staffing structure		
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	(hard copy and/or website)	

Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy and website	
Precept	Hard copy and website	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Hard copy and website	
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and website	
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum	Hard copy or website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or website	
Agendas of meetings (as above)	Hard copy, website or noticeboard	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, website or noticeboard	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy	
Policies and procedures for the provision of services and about the employment of staff: - Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention;		

destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice): electoral roll	Hard copy	
Assets Register	Hard copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	
Register of members' interests	Hard copy	
Register of gifts and hospitality		
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Welcome Leaflet	Hard copy	Hard copy free
Four Walks Around Bealings Leaflet	Hard copy or website	Hard copy free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Clerk: Mrs Carol Ramsden: 01473 610088
email: littlebealingspc@btinternet.com

Website: <http://www.onesuffolk.co.uk/LittleBealingsPC/>

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority